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Welcome to the new conference room!

These rooms are designed with your
needs and collaboration in mind.
Here's an introduction to your new tools.

A Exterior Room Scheduling Panel

B Interior Room Control Panel

C Video Collaboration Unit

D Wireless Screenshare Button

E Cable TV

F Conference Phone

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Reserving a Conference Room Through Outlook & Exterior Room Panels

To schedule meetings in our conference rooms you'll need to reserve the room through the Conference Room's dedicated Outlook calendar or by using the panels outside the room doors. Use the following information to ensure that you can confidently reserve a room from anywhere.

Scheduling in Outlook

To reserve conference rooms while scheduling in Outlook, complete the following:

A From your Outlook Calendar, create a new meeting.

B Enter the meeting logistics: subject, start and end time, etc.

C Invite the required attendees, being sure the room is one of them.

D By adding the room as an attendee, the location field will automatically populate with the conference room information.

> **NOTE:** Please consider social distancing needs and room capacities when scheduling in conference rooms.

E If you need specific room set up, catering, etc. ensure that you CC the required person and include any additional details they may need.

Send		
	Title	**Sample Meeting**
	Required	john.doe@company.com; jane.doe@state.com; conferenceroom123@cosa.com
	Optional	
	Start time	Wed 12/16/2020 · 2:00 PM ▾ ☐ All day ☐ 🌐 Time zones
	End time	Wed 12/16/2020 · 3:00 PM ▾ ↻ Make Recurring
	Location	IN PERSON: Conference Room 123; REMOTE: Webex (details below)

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Scheduling on the Exterior Room Panel

Here's an introduction to the exterior room panels:

Available Conference Room

Conference Room

Friday, Dec 4
4:18pm

Room Available

Starting in 2 hours and 27 minutes | Wes Anderson

Book now

COMING UP NEXT

6:45pm - 7:15pm
Product Retrospective
Wes Anderson

8:00pm - 9:00pm
Sales Briefing
Owen Wilson

9:45pm - 10:45pm
Engineering All-hands
Saoirse Ronan

Book in advance

Booked Conference Room

Conference Hall

Friday, Jan 18
12:58

Current Meeting   Meeting Details

Finance Review
12:57 - 13:30

Ends in 32 minutes

End meeting   Extend meeting

COMING UP NEXT
18:00 - 19:00
Dinner

Upcoming Meetings

Book in advance

Panel Backgrounds

Scheduling on the Exterior Room Panel

To reserve conference rooms on the fly for an ad-hoc meeting using the Panels outside the rooms, complete the following:

Book Now

A   Tap the room panel outside the conference room you'd like to book to view the room information.

- The panel card will display **green** if the room is currently available, along with the **Room Available** heading.
- It will display **red** if the room is occupied.

B   Click the **Book now** button.

> Book now

C   Select the **end time** of the meeting.

> 9:30am

D   Name your meeting and select **Book**.
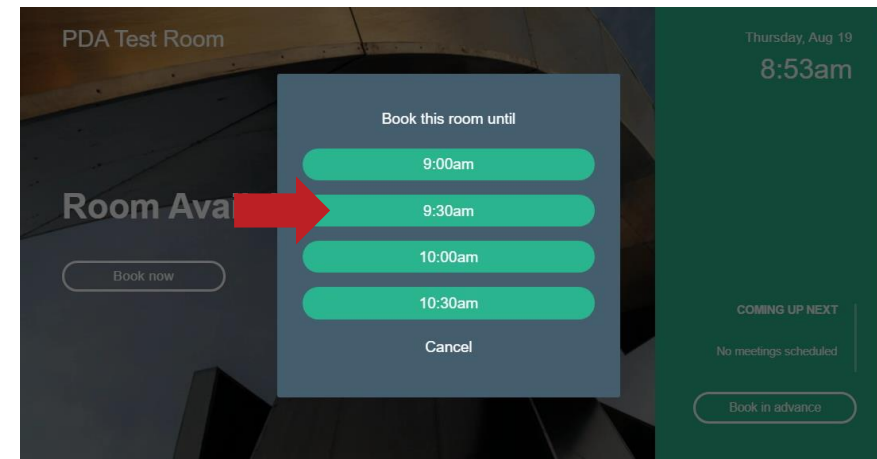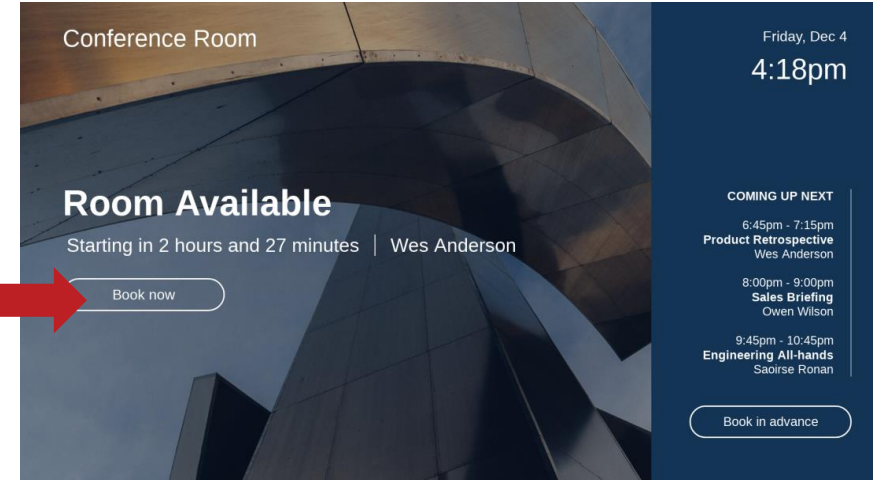
Scheduling on the Exterior Room Panel

To reserve conference rooms on the fly, or even in advance, using the Panels outside the rooms, complete the following:

Book in Advance

A   Click the Book in advance button.

> **Book in advance**

B   Scroll to the desired date and time slot. Each time slot is a 30-minute block, thus multiple time slots can be selected to set the duration of your meeting.

C   Name your meeting and select **Book**.

NOTE: Some rooms will have booking in advance disabled. Please reach out to appropriate person for assistance in booking.

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Launching Conference Room Technology

The Wall Control Panel functions as a remote control for the display and is located at the entry of the room.

NOTE: Not all rooms have the same technology available. Technology not present will not be visible on the panel.

Tap the control panel inside the conference room door.

A **Meet**
Press the MEET button to turn on the Video Collaboration Unit. This will allow you to run a virtual Webex meeting.

B **Share**
Press the SHARE button to turn on the Wireless Screenshare Button. This will allow you to share your screen directly to the TV in the room.

C **Cable TV**
Press the CABLE TV button to simply turn on the TV. This will allow you to watch local television channels.

D **Channels**: Click the CH▲ or CH▼ to scroll channels

E **Power**: Click the ⏻ button to turn off the TV display.

F **Volume**
Adjust audio in the room louder or quieter by pressing the – or + buttons or mute by pressing the 🔇 icon.

☎ **Call**
There's no need to launch the conference phone on the control panel.
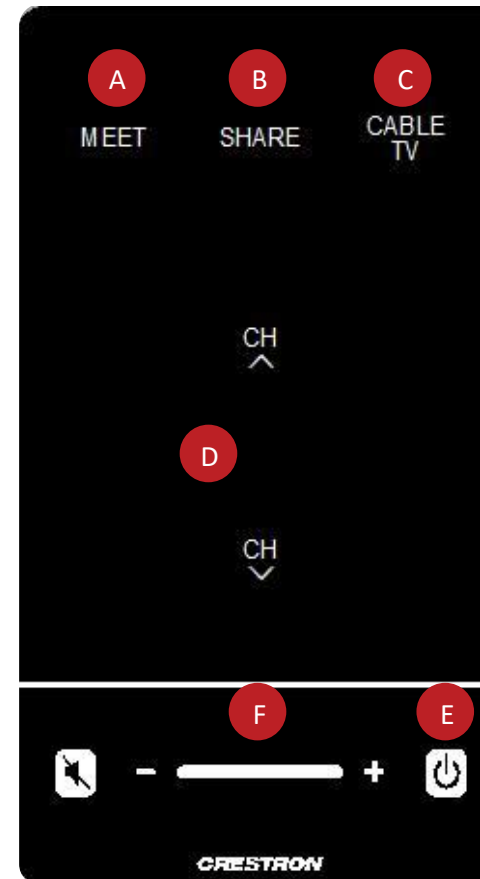
When a button is active, it will turn blue

Meet Using the Video Collaboration Unit

This device will help with any of your video conference needs.

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Meet Using the Video Collaboration Unit

You can place a direct video call to anyone else.

Place a Call (Audio or Video)

A Tap the touch screen and then tap the **Call** button.

B Video Call
1. Key in the name, number or IP address. Matches will appear as you type.
2. When you are ready to place the call, tap on the green Call button.

This makes a video call to that person or room. The icon next to the name will show you if you are calling a personal device or a conference room device.

JD **Personal Device:** If it has a picture or their initials, it's calling their Webex Desktop Kit.

Room Device: If it has the location image, this means it's a shared device installed at an office or conference room.

C Local Audio Call
1. Enter 9-210 followed by the phone number.
2. Select the green Call button to dial.

D Local Audio Call
1. Enter 9-1 followed by the area code and phone number.
2. Select the green Call button to dial.

Call

Meet Using the Video Collaboration Unit

You can join a Webex Meeting from your laptop or directly from the Video Collaboration Unit.

Join Webex

Join a Webex Meeting

A **Joining Meetings Displayed on the Device**

- To view upcoming Webex meetings that have been scheduled in the room, select the Room Calendar icon. Any upcoming meetings the room was invited to will display.

- When it's time for a meeting to start, simply click the green Join button to enter.

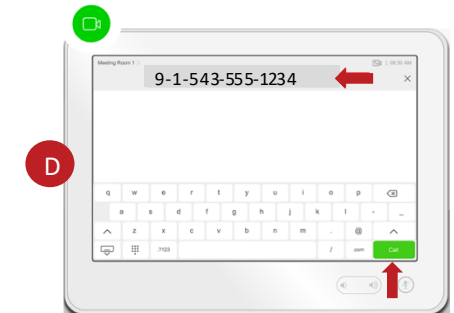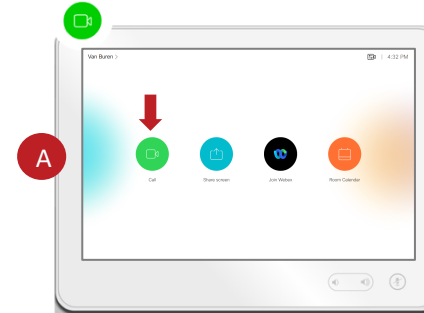- Video and audio will start automatically using the built-in camera, microphones and speakers. To Mute a Call, press the microphone mute button on front of the device. To unmute, press again.

B **Joining Meetings NOT Displayed on the Device**

- **Scheduled:** To join a scheduled meeting directly from the touch panel that isn't displayed, tap the Webex button and enter the meeting number found in the meeting invitation if one was created.

- **Ad-hoc:** If this is an ad-hoc, unscheduled meeting, the host can simply enter their standard personal room meeting number (which is always the same) to launch a session. A Webex invite can also be forwarded to the room in real time.

C **Meeting Host**
If you are the meeting host, you will need to enter your host PIN, found in the meeting invite.

- Open the invite and click on **Host Information** in the top ribbon. Your **Host PIN** will be displayed. Note that your personal meeting room will always use the same host PIN number and can be set to whatever you'd like in your Webex preferences.

View Room Calendar

Join Current Session (when room was invited)

Find Invite Meeting Number

Meeting number (access code): 807 140 374

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
+1-415-655-0003 US Toll
+1-240-454-0879 USA Toll
Access code: 807 140 374
Global call-in numbers
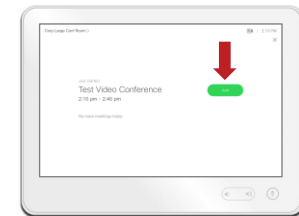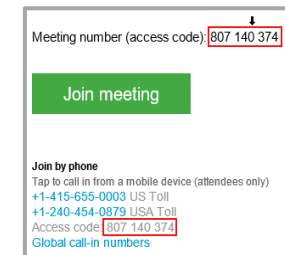
Type in the Meeting Number

Join Webex Meeting

Enter the meeting number from your calendar invite

Meeting number   Join

Find Host PIN

Cancel Webex Meeting   ⚙ Change Settings   ⓘ Host Information

Webex

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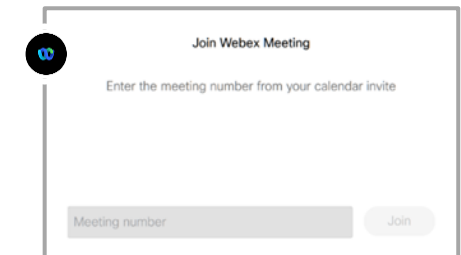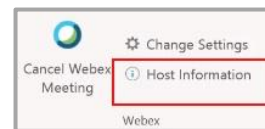
Meet Using the Video Collaboration Unit

Customizing your view will customize your experience. Here's how:

Switch Video Layouts

Scheduled Meetings

You may change the layout of the screen during presentations. Typical options available will be with or without showing the presenter and showing the presenter as either Picture in Picture or Picture outside Picture.

A   Tap the **Layout icon** to display the layout options, as shown.
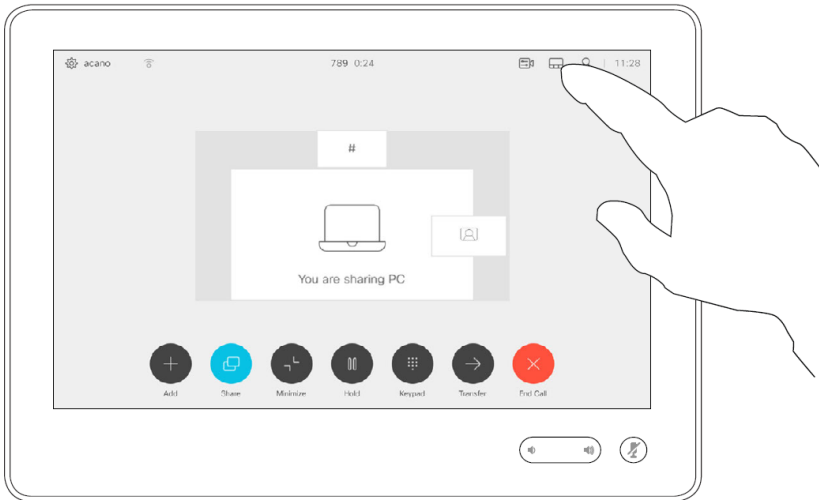
B   Tap the layout you want to use. Tap anywhere outside the filmstrip when you're done.

Meet Using the Video Collaboration Unit

Customizing your camera settings whenever needed by doing the following:

View Camera Settings

The camera settings let you control the zoom, pan and tilt of the camera as well as define and edit camera position presets. In addition, Selfview (the image that the others see from your system) can be turned on and off as well as be shown minimized or maximized. If the position of the Selfview blocks important parts of the image on your screen, it can be moved. For systems equipped with Speaker tracking, turning this on will cause the camera system to zoom in on the person currently speaking.

A Tap **Camera** to invoke the camera adjustment menu.

Options include:
- Zoom the camera in and out
- Pan and tilt the camera
- Turn Selfview on and off
- Maximize or minimize self-view
- Turn speaker tracking on and off

B Click the +Add new option to save a specific camera setting you have in place and know you'd like to use again in the future.

Any camera presets defined will be listed here.

Turn Selfview On and Off

Pan and tilt controls.

Turn Speaker tracking On and Off.

Maximize/minimize Selfview.

Zoom in and out.
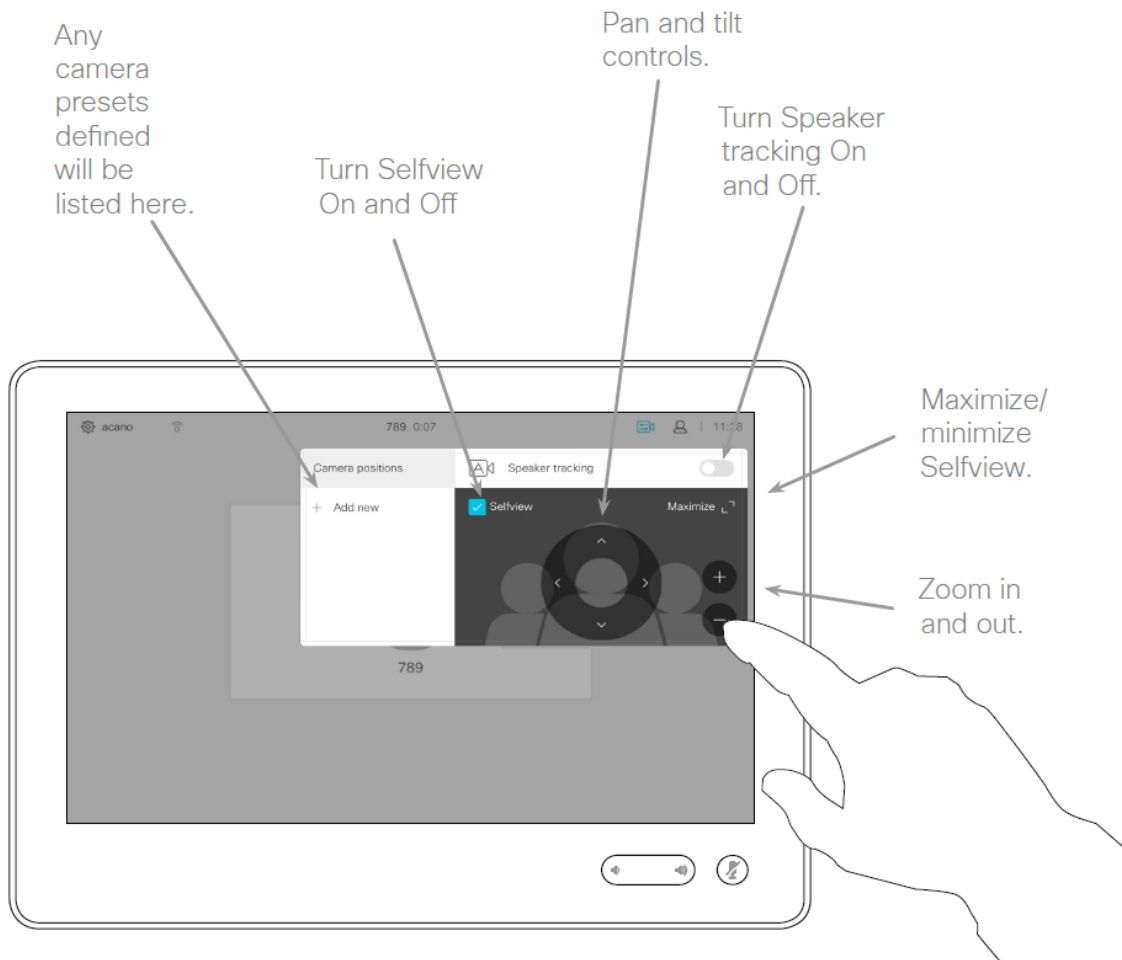
Meet Using the Video Collaboration Unit

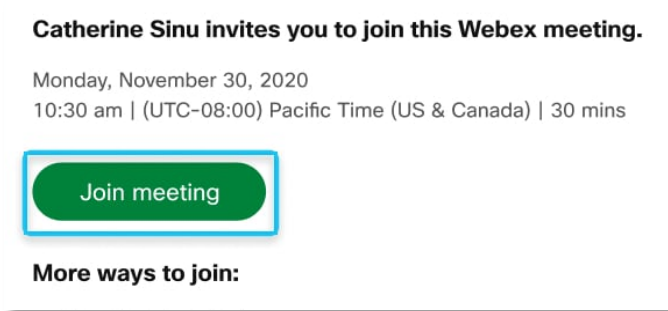The primary way to share content during a meeting is to join the Webex meeting from your computer. When you're in the same physical space, you can wirelessly share your screen, application, file or whiteboard by clicking the 'Share' button from the meeting on your laptop.

Share Content in a Video Call/Meeting

A While in the conference room, join the Webex meeting through the **invite** from your laptop.
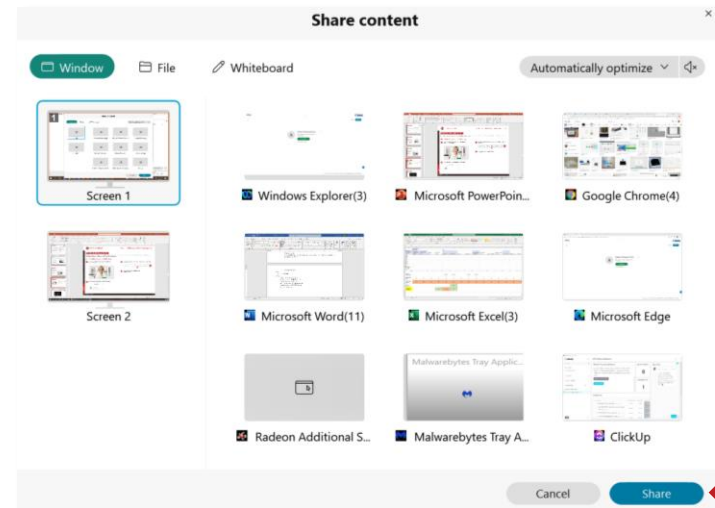
Catherine Sinu invites you to join this Webex meeting.

Monday, November 30, 2020
10:30 am | (UTC-08:00) Pacific Time (US & Canada) | 30 mins

Join meeting

More ways to join:

B When joining, be sure to select **Don't connect to audio** as your audio connection preference.

Audio: **Don't connect to audio** ∨

Start video ∨ **Start meeting**
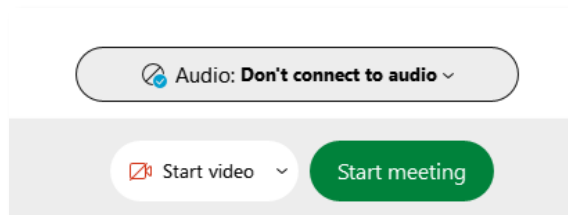
C Once your computer is connected to the meeting, you will have the ability to select **Share** at the bottom of your meeting window on your computer.

🎤 Mute ∨   🔊 Volume   ⬆ Share   ⊙ Record   ☺   …   ✕

D Select the **whiteboard**, **file**, **screen** or **application** you'd like to share (selecting the **sound** icon on the top right corner if what you're sharing needs to include your computer audio), then click **Share**.

Share content

☐ Window   ☐ File   ✏ Whiteboard   Automatically optimize ∨ ◁

Screen 1   Windows Explorer(3)   Microsoft PowerPoin...   Google Chrome(4)

Screen 2   Microsoft Word(11)   Microsoft Excel(3)   Microsoft Edge

Radeon Additional S...   Malwarebytes Tray A...   ClickUp

Cancel   **Share**
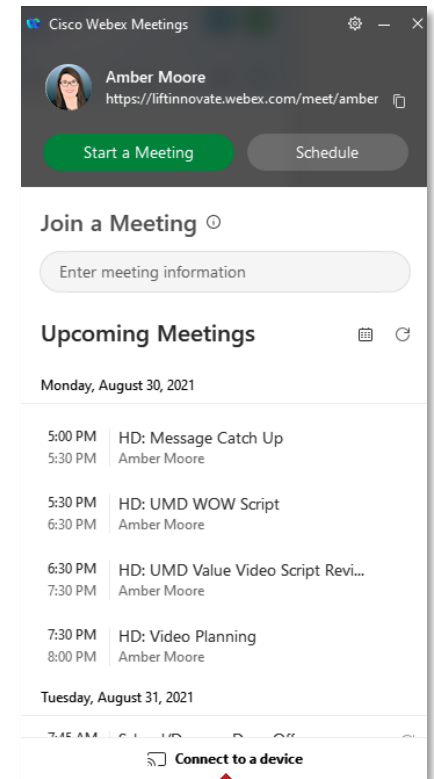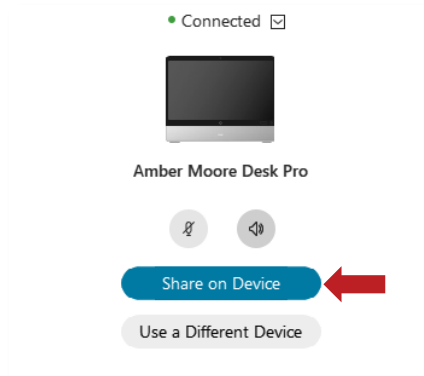
Meet Using the Video Collaboration Unit

You have the ability to share wirelessly in the room by using the video collaboration unit as well. Here's how!

Share Content with Participants in the Room Using the Cisco Touch 10 Device

A While in the conference room, you are able to connect wirelessly to the Cisco Touch 10 device by clicking on **Connect to a device** from either the bottom of the Webex Meeting desktop app or the top of the standard Webex desktop app.
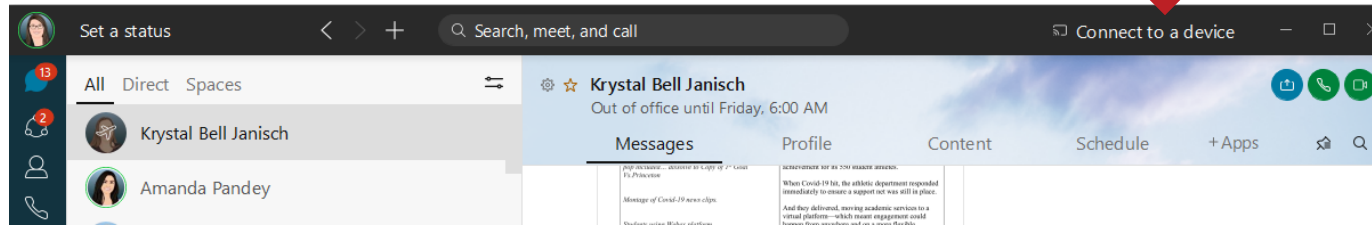
B Select the room device from the list displayed to connect and then select the blue **Share on Device** button to cast your screen.
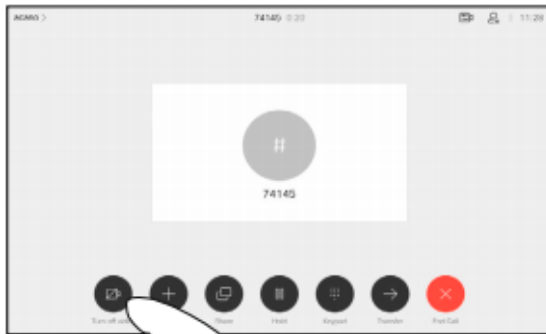
Meet Using the Video Collaboration Unit

Selfview shows you the view participants see from your camera. It displays on your screen as Picture-in-Picture.
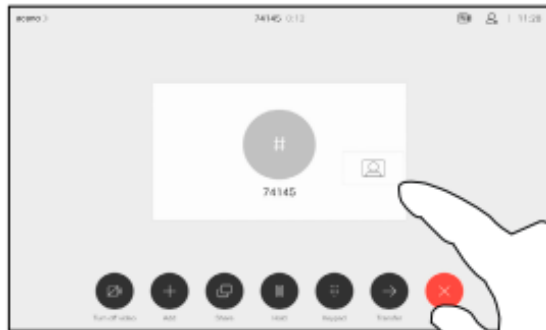
Turn the Camera On or Off

A To turn the camera off during a meeting, **tap Turn video off** at the bottom of the screen.

B The icon turns red to indicate that no video is sent from the device.
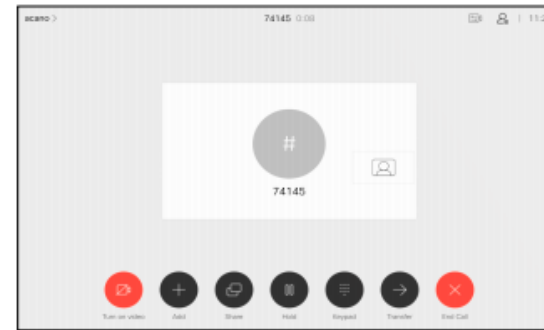
C If you want to turn the Selfview off, while in a call, tap the Selfview avatar, as shown.

D Tap **Turn off**, as shown.

Installing the Wireless Screenshare Tool

Do you need to simply need to present what's on your computer screen on the conference room display? The wireless screenshare tool is a simple way to accomplish that.

NOTE: If you'd like to share both on the room display and a Webex Meeting, join the meeting through the Video Collaboration Unit and your laptop.

A Retrieve the button from its base unit and plug the button's USB connector into the laptop to share your screen.
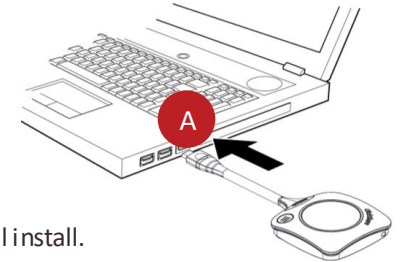
If ClickShare is Installed
Skip to next page.

B ### If ClickShare is NOT Installed
If the software is not already installed on your computer, the LED light on the button will start **flashing white** and the application will install.

Windows
Open your File Explorer and open ClickShare.
Once the ClickShare folder is open, double click **ClickShare for Windows**.
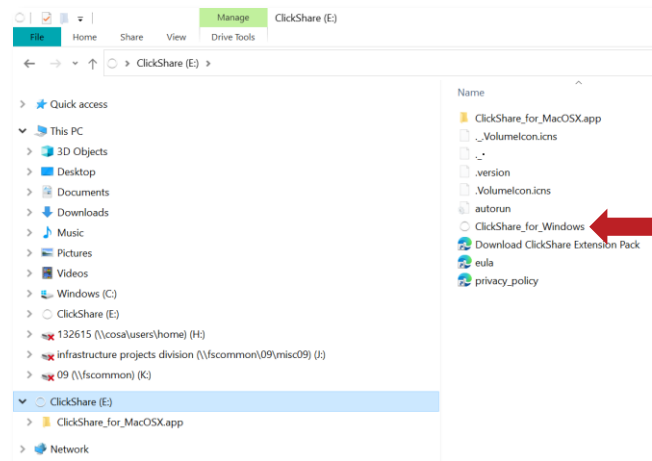
Apple
1) Unlock Security & Privacy
2) Click on the ClickShare App
3) Turn Screensharing on by checking the box
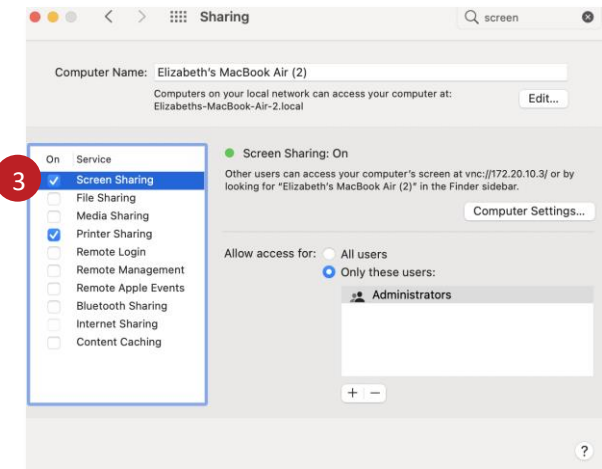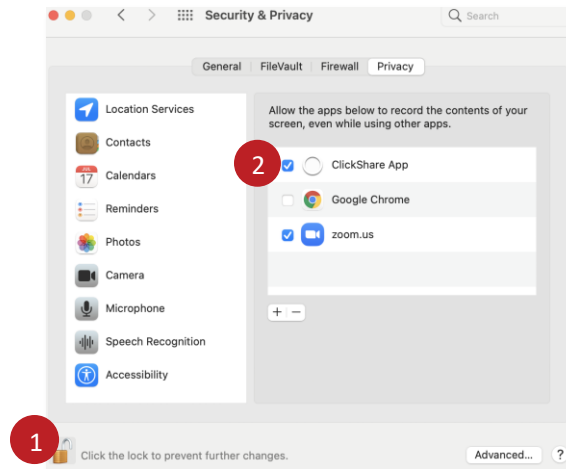
C The software will automatically start, and its icon will appear in the computer system tray. White C on a Windows computer and a black C on a Macintosh.

Share Using the Wireless Screenshare Tool

Do you need to simply need to present what's on your computer screen on the conference room display? The wireless screenshare tool is a simple way to accomplish that.

NOTE: If you'd like to share both on the room display and a Webex Meeting, join the meeting through the Video Collaboration Unit and your laptop.

Share Content with Participants in the Room Using ClickShare

A Turn select **Share** on the interior wall panel.

MEET   SHARE   CABLE TV

B Retrieve the button from its base unit and plug the button's USB connector into the laptop to share your screen.
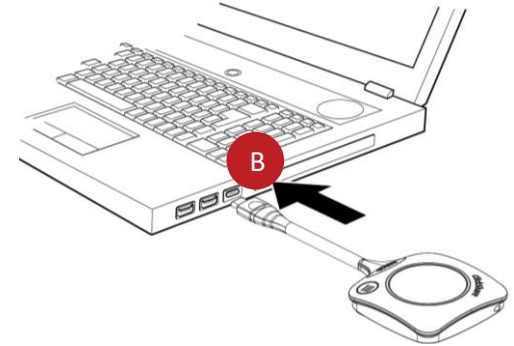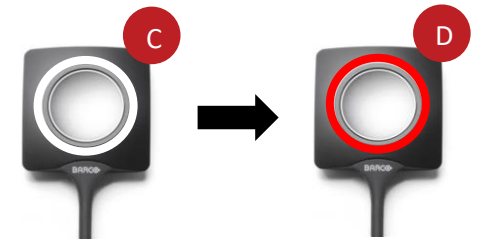
If ClickShare is Not Installed
See prior page.

C When the system is ready, a message stating 'Ready to share' will appear and the button LED light will now be **static white**.

D To share your laptop's screen on the TV display, click the button. The LED light will then become **static red**, and your screen will appear on the display.

E Press **Window key + P** to select how you'd like your screen displayed. Duplicate what's on your screen or extend your screen to take advantage of both your laptop screen and the meeting room display.

F To stop sharing your screen on the display, simply click the button again.

G When leaving the room, be sure you have unplugged the button from your laptop and plugged it back into its base unit.
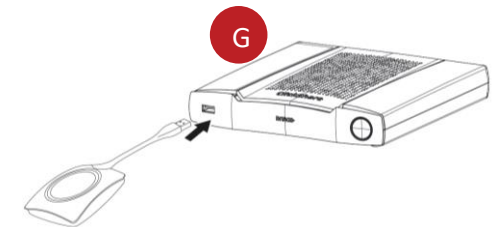
Call Using the Conference Phone

If you need to make a standard phone call or dial into a virtual meeting manually, each room will have a conference phone available.

A **Place a Call**
Dial the number and press ✆ to make a call.
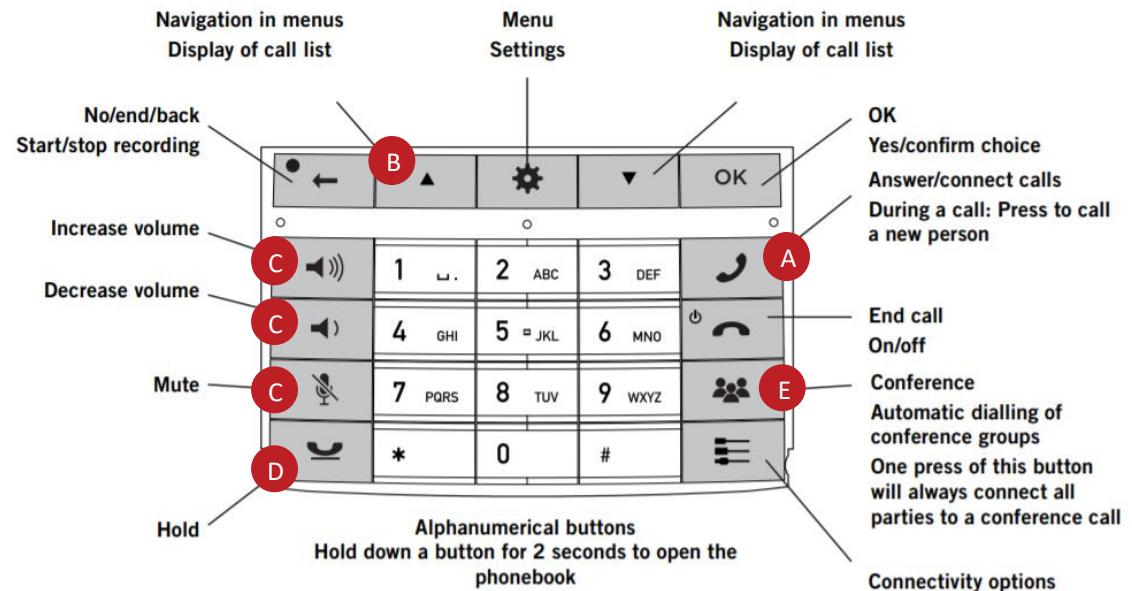**Local:** Dial 9-210-phone number
Long Distance: Dial 9-1-210-phone number

B Press an arrow key to open a call list containing previously dialed numbers. Call using ✆.

C **Audio Settings**
Adjust the speaker volume using the keys 🔊 and 🔉 .

Press 🔇 to turn off the microphone.

D **Place a Call on Hold**
Press ⎁ to put the call on hold. Both the microphone and the speaker are turned off and the call is on hold. Press the same button again to reconnect the call.

E **Adding a Party to a Call**
To add a party to the call, press the ✆ button during the call and dial the second participant's number. Press the 👥 button to connect all the meeting participants.

Note: There's no need to launch the conference phone on the automation panel.

Navigation in menus
Display of call list

Menu
Settings

Navigation in menus
Display of call list

No/end/back
Start/stop recording

Increase volume

Decrease volume

Mute

Hold

OK
Yes/confirm choice

Answer/connect calls
During a call: Press to call a new person

End call
On/off

Conference
Automatic dialling of conference groups
One press of this button will always connect all parties to a conference call

Connectivity options

Alphanumerical buttons
Hold down a button for 2 seconds to open the phonebook

TV Remote

Here are the basic of how to use the TV remotes.

Power On/Off

TV Input/Source

Channel Numbers

Volume Up/Down

Channel Up/Down

Guide